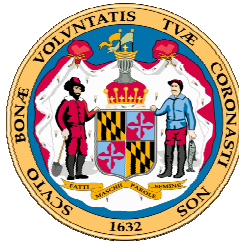


# **The Governor's Family Violence Council Abuser Intervention Program (AIP) Certification**

**Application Instructions/Guidance Kit  
2010**



**February 2010**

***Application Submission Deadline: May 28, 12010***

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Towson, MD 21286-3016  
Telephone: (410) 321-3521  
E-mail: [erin@goccp-state-md.org](mailto:erin@goccp-state-md.org)

## TABLE OF CONTENTS

	Page
<b>I. General Instructions .....</b>	<b>1</b>
<b>a. Certification Timeline</b>	
 <b>II. Application Checklist.....</b>	 <b>2-6</b>
 <b>III. List of COMAR Regulated Agencies.....</b>	 <b>7-8</b>

## **The Governor's Family Violence Council Abuser Intervention Program (AIP) Certification**

### **General Instructions**

---

The Governor's Family Violence Council (FVC) Abuser Intervention Program (AIP) Certification Process is intended to certify AIP's for inclusion in the Administrative Office of the Courts Bench Book for Maryland Judges. This manual is used by judges to refer abuser's to appropriate intervention programs. Whether or not a program is certified has no bearing on whether they are able to operate in the State of Maryland. Programs that do not meet the qualifications for certification may still operate in the same capacity they were operating in prior to applying for certification; however, programs that do not meet the qualifications will not be eligible for placement in the Judges' Bench book.

The Application Instruction/Guidance Kit will provide applicants with pertinent information regarding the development and submission of the Abuser Intervention Program Certification Application. ***Three*** copies of this application ***must be submitted*** to the Governor's Office of Crime Control & Prevention **NO LATER THAN 5:00 P.M. ON FRIDAY, MAY 28, 2010**. Application may be sent by mail or delivered in person.

**Incomplete applications will not be accepted.**

### **Certification Timeline**

---

Applications are due to the Governor's Office of Crime Control & Prevention by Friday, May 28, 2010. Throughout the month of June, applications will be reviewed by a panel of volunteer reviewers from members of the FVC, members of MAIC and victim service providers. The final list of certification AIP's will be submitted to the Administrative Office of the Courts by mid-July. Letters confirming or denying certification will be sent at this time as well.

## Application Checklist

---

The following is intended as a helpful tool for completing your certification application. Use this checklist to ensure you provided all requested documentation. These items **must** be submitted for the application to be considered a complete grant application. **Please note:** When program policies are requested, please only submit those pages pertinent to the policy requested. **Do not** send copies of entire policy manuals with your application.

Attach the appropriate program policy, procedure or form(s) to demonstrate the following:

### 1.0 PROGRAM CERTIFICATION

No documentation required.

### 2.0 DEFINITION OF ABUSIVE BEHAVIOR AS IT OCCURS IN INTIMATE PARTNER VIOLENCE

No documentation required.

### 3.0 OPERATING STANDARDS

#### 3.1 Victim Confidentiality

- ☐ Victim confidentiality
- ☐ Child abuse reporting
- ☐ Victim notification of child abuse reporting
- ☐ Separation of abuser and victim files

#### 3.2 Intake Process

- ☐ Court notification for applicant or participant that is not amenable
- ☐ Court notification for referred abuser's failure to contact
- ☐ Conducting screenings/intakes within 10 days of contact
- ☐ History and profile of abuser's violent behavior
- ☐ Intake/Applications that collect the following information:
  - ☐ Abuser's full name,
  - ☐ Address,
  - ☐ Victim name & contact information,
  - ☐ History of substance abuse,
  - ☐ History of mental/behavioral health,
  - ☐ Assessment for homicidal or suicidal threats or ideation,

The Governor's Family Violence Council  
Abuser Intervention Program Certification  
Application Instructions/Guidance Kit

- ☐ Description of referring incident,
- ☐ Information on possession and access to weapons and history of threat or actual use of weapons.
- ☐ Waiver of confidentiality allowing communication with the victim and, if possible, the current partner and all previous partners with whom the participant has children.
- ☐ Information to victims about services available to maintain safety.
- ☐ Contract specifying the responsibilities of the program and the abuser including:
  - ☐ Duration of the program,
  - ☐ Agreement on fee rates and payment requirements,
  - ☐ Agreement to stop all forms of violence,
  - ☐ Agreement to refrain from drug & alcohol use while attending,
  - ☐ Conditions that result in non-compliance and the consequences thereof.

### 3.3 Victim Safety

- ☐ Sending information about local resources available to the victim.  
Information shall include:
  - ☐ Legal services,
  - ☐ Emergency shelter,
  - ☐ Counseling services,
  - ☐ 24-Hour hotline,
  - ☐ Children's therapeutic resources.
- ☐ Provide victims with information about the effectiveness of AIPs in general and, if available your own specific AIP.
- ☐ Attempt to inform the victim about abuser's attendance.
- ☐ Varying the time and day of attempts to contact the victim and making at least three attempts.
- ☐ Evaluation of the abuser's lethality and procedure for warning victims determined to be at high risk.
- ☐ "Duty to warn" procedure if a direct threat is made by a participant.

### 3.4 Program Format

- ☐ All group members shall be referred or volunteer, based on an incident or history of perpetrating partner violence.
- ☐ Group members should not be of the same gender.
- ☐ Table of Contents or outline of the program curriculum.
- ☐ Programs providing groups sessions meet a minimum time requirement of 32 hours of group time extended over at least 20 weeks and/or,
  - ☐ Programs providing individual sessions meet a minimum time of 16 meeting hours extended over at least 12 weeks.

## **4.0 DISCHARGE CRITERIA**

### 4.1 Program Completion

- ☐ Participants shall be considered completed the program upon fulfilling the requirements set forth in the program contract.
- ☐ If a participant perpetrates a new, documented incident of abuse, the AIP will re-evaluate the case and a new service plan and discharge requirements may be created.

### 4.2 Program reporting responsibilities

- ☐ Notify the court, corrections, probation or other court monitor of the abuser's attendance and participation and make appropriate recommendations when necessary.
- ☐ The AIP shall notify the victim of the abuser's completion of or termination from the program.
- ☐ Advise the victim that program completion cannot guarantee safety and may not reduce abusive behaviors.

## **5.0 PROGRAM STAFFING**

- ☐ Staff employed by the AIP shall be violence free in their own lives.
- ☐ No AIP shall hire an individual who has been an intimate partner abuser unless the program director is satisfied that the prospective staff member has successfully completed a certified AIP and has since remained violence free for a minimum of three years.
- ☐ Staff employed by the AIP shall not use drugs and shall not use alcohol to the extent that it impairs the individual's ability to function in a responsible, professional manner.
- ☐ Employ staff who represent the cultural diversity of the community being served, provide services to culturally diverse groups, and comply with the requirements of the Americans with Disabilities Act.
- ☐ Volunteers and intern staff must be supervised on site at all times by a paid staff member.
- ☐ Participants who complete the program and are invited to serve as mentors or facilitators in the program will always be supervised by a paid staff members on site.
- ☐ At least one of the group facilitators in every session has a minimum of a Bachelor's level human service degree.

The Governor's Family Violence Council  
Abuser Intervention Program Certification  
Application Instructions/Guidance Kit

- ☐ Have an individual with a Masters' level clinical license that can provide supervision for program staff.
- ☐ Intake staff without advanced degrees are supervised by a staff member with a minimum of a Bachelors' degree in a human service field.
- ☐ Documents verifying completion of 30 hours of training from a comprehensive intimate partner violence victim service agency, as defined by Code of Maryland Regulations, on dynamics of intimate partner violence and its effects on children **for all staff hired on or after 01/01/2009.**
- ☐ Documents verifying completion of 30 hours of training specific to working with perpetrators of intimate partner violence from an abuser intervention program certified in its state **for all staff hired on or after 01/01/2009.**

## 6.0 COMMUNITY COLLABORATION

- ☐ A letter of support from an intimate partner violence victim services as defined by the Code of Maryland Regulations (COMAR) within the program' jurisdiction or county. If a working relationship does not exist please attach an explanation.
- ☐ A screening process and protocol for addressing issues of mental health and a list of local service providers
- ☐ A screening process and protocol addressing issues of mental health and a list of local service providers certified by the Alcohol & Drug Abuse Administration.
- ☐ Monthly updates on participants supervised by the Division of Parole & Probation.

## LETTERS OF SUPPORT

- ☐ Letter of support detailing the relationship between your program and a comprehensive victim service agency as defined by COMAR.  
*This is the same letter as required in Section 6.0.a.*
- ☐ If this agency is your parent organization provide an additional letter of support detailing the relationship between your program and another community program.
- ☐ Letter of support detailing the relationship between your program and another community program.

The Governor's Family Violence Council  
Abuser Intervention Program Certification  
Application Instructions/Guidance Kit

**STATISTICAL INFORMATION - Voluntary submissions**

- ☐ Organizational chart of the parent agency
- ☐ Organizational chart of the abuser intervention program
- ☐ Mission/philosophy statement for the abuser intervention program
- ☐ Fee schedule



## **COMAR Regulated Agencies**

Below is a list of the Office of Grant Management (OGM) Programs that provide domestic violence services per COMAR regulations (07-06-04).

Allegany County: Family Crisis Resource Center

Anne Arundel County: YWCA of Annapolis and Anne Arundel County

Baltimore City: House of Ruth MD-Baltimore

Baltimore County: Family Crisis Center of Baltimore County

Baltimore County: Family and Children's Services of Central Maryland

Baltimore County: Turnaround, Inc.

Calvert County: Calvert County Health Department-Crisis Intervention Program

Caroline (Dorchester, Kent, Queen Anne's and Talbot Counties): Mid-Shore Council on Family Violence

Carroll: Family and Children's Services of Central Maryland (Carroll County Office)

Cecil: Cecil County DSS-Domestic Violence/Rape Crisis Program

Charles: Center for Abused Persons

Frederick: Heartly House

Garrett: The Dove Center (Domestic Violence/Sexual Assault Resource Center)

Harford: Spouse Abuse/Sexual Assault Resource Center (SARC)

Howard: Domestic Violence Center of Howard County

The Governor's Family Violence Council  
Abuser Intervention Program Certification  
Application Instructions/Guidance Kit

Montgomery: Montgomery DHHS-Abused Persons Program

Prince George's: Family Crisis Center of Prince George's County

St. Mary's: Board of County Commissioners of St. Mary's County through  
Walden-Sierra, Inc.

Washington: CASA, Inc.

Wicomico (Worcester and Somerset): Life Crisis Center